



# Candidate/Committee Report System Supervisor of Elections Lake County, Florida

**CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES**

(1) Name, Supervisor of Elections (2) ID Number, \_\_\_\_\_

(3) Cover Period, 6/1/2008 - 6/30/2008 (4) Page, 1 of 1

(5) Date	(6) Full Name (Last, First, Middle) Street Address & City, State, Zip Code	(7) Purpose (Add office usage if) Identification No. & Expenditure	(8) Amount	(9) Total
6/1/2008	John Smith, FL 32001			
6/15/2008	John Smith, FL 32004			
6/18/2008	John Smith, FL 32004			
6/18/2008	John Smith, FL 32004			
6/18/2008	John Smith, FL 32007			

**CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS**

(1) Name, Supervisor of Elections (2) ID Number, \_\_\_\_\_

(3) Cover Period, 6/1/2008 - 6/30/2008 (4) Page, 1 of 1

(5) Date	(6) Full Name (Last, First, Middle) Street Address & City, State, Zip Code	(7) Contribution	(8) Amount	(9) Total
6/1/2008	John Smith, FL 32001			
6/15/2008	John Smith, FL 32004			
6/18/2008	John Smith, FL 32004			
6/18/2008	John Smith, FL 32004			
6/18/2008	John Smith, FL 32007			

**FLORIDA DEPARTMENT OF STATE, DIVISION OF ELECTIONS  
CAMPAIGN TREASURER'S REPORT SUMMARY**

(1) Supervisor of Elections (2) ID Number, \_\_\_\_\_

(3) Address (journal and street) 1000 State St. City State FL Zip Code 32001

(4) Check appropriate box(es):  
☐ Candidate (office sought) ☐ Check if POC has DISBANDED  
☐ Political Committee ☐ Check if CCE has DISBANDED  
☐ Committee of Continuous Existence ☐ Party Executive Committee

(5) Report Identifiers  
 Cover Period: 6/1/2008 - 6/30/2008 Report Type: SS  
☐ Regular ☐ Special Election Report ☐ Independent Expenditure Report

(6) CONTRIBUTIONS THIS REPORT  
 Cash & Checks \$ 0.00  
 Loans \$ 0.00  
 Total Monetary \$ 0.00  
 In-Kind \$ 0.00

(7) EXPENDITURES THIS REPORT  
 Monetary Expenditures \$ 0.00  
 Expenses to Office \$ 0.00  
 Total Monetary \$ 0.00  
 Other Distributions \$ 0.00

(8) TOTAL Monetary Contributions to Date \$ 0.00  
 (9) TOTAL Monetary Expenditures to Date \$ 0.00

(10) CERTIFICATION  
 I, Supervisor of Elections, certify that I have examined this report and it is true, correct and complete.  
 Name of: ☒ Treasurer ☐ Deputy Treasurer  
 Name of: ☐ Candidate ☒ Chairman (PC/PT)

DATE: 6/18/08





# Financial Reporting System

- Provided to you at no cost
- Expedites filling out and filing of the required financial reports of contributions and expenditures
- Accessed from any Internet connected PC, MAC<sup>®</sup> or other computer
- Extremely user friendly
- Reports are available publicly via the internet

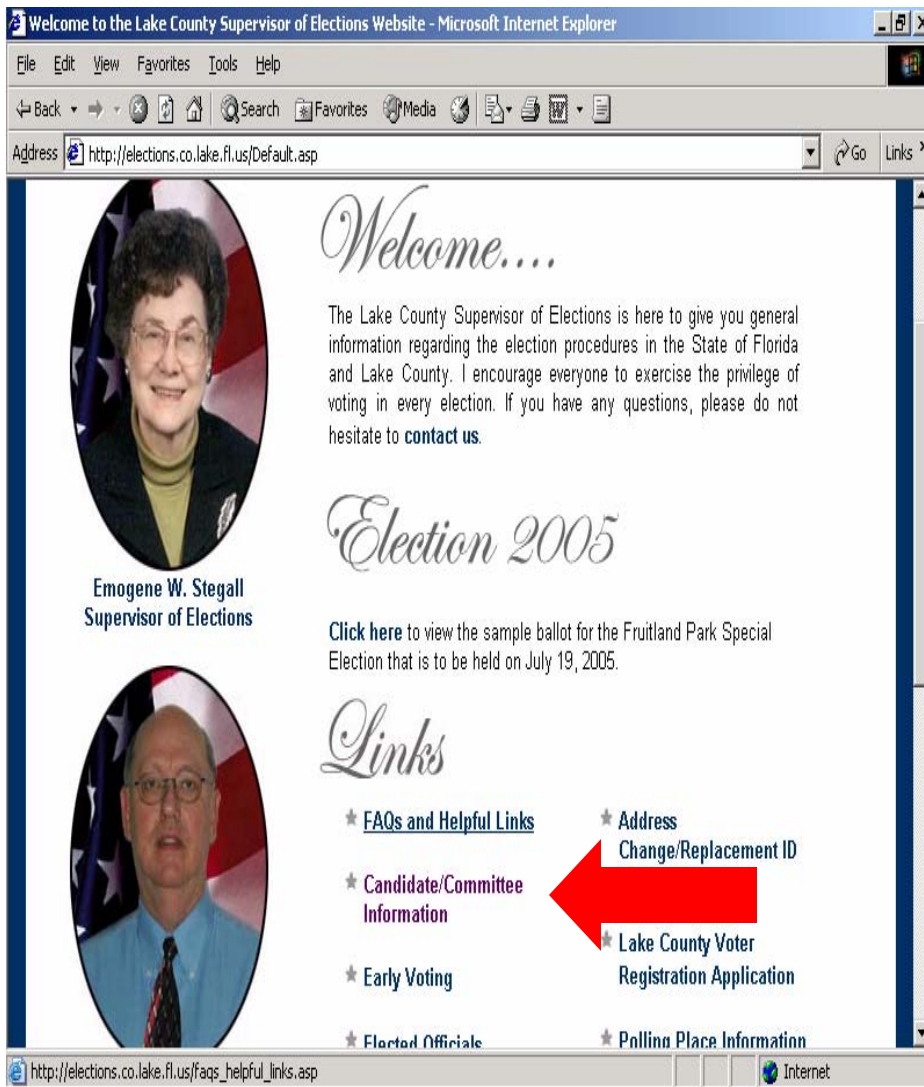


# Requirements

- PC, MAC<sup>®</sup> or other computer
- Internet connection
- Web browser such as Internet Explorer<sup>®</sup> or Netscape Navigator<sup>®</sup>
- Printer
- Adobe Acrobat Reader<sup>®</sup>



# Logging In



- Log on to your Internet connection.
- Open a web browser such as Internet Explorer<sup>®</sup> or Netscape Navigator<sup>®</sup>
- *Note: Your web browser must be configured to accept cookies.*
- Go to Lake County Supervisor of Elections' website at:  
<http://elections.co.lake.fl.us>
- Select the *Candidate/Committee Information* link



- Locate the [Candidate/Committee/Party Login](#) link found on the *Candidate/Committee Information* [web](#) page.
- Click this link to access the Login page.



- Campaign Report Forms
- Publications
- Candidate Listing
- [Candidate/Committee/Party Login](#)
- Reporting Schedule



- Input your Candidate ID number and Password supplied to you by the Lake County Elections Office.
- Click the Login button.
- *Note: The report is NOT legally filed until the signed copy is received by the elections office.*

The screenshot shows a web browser window titled "<Candidate Reports - Candidate Log In> - Microsoft Internet Explorer". The address bar displays the URL: [https://calypso.hmdnsgroup.com/~vrsys/WS cand/candidate\\_pb.php?county=lake](https://calypso.hmdnsgroup.com/~vrsys/WS cand/candidate_pb.php?county=lake). The main content area has a heading "Candidate Log In" in blue. Below the heading are two input fields: "Candidate ID" and "Password", followed by a "Login" button. Below the login fields, there is a paragraph of text: "The Candidate Financial Reporting System is provided to you and all candidates to provide for entering contributions and expenditures required for financial reports. After the entry of data for a report is completed, the system provides for printing out the report in the form required for filing. Simply sign the form and hand deliver or mail it to the Supervisor of Elections office:". Below this text is the contact information for Emogene W. Stegall, Lake County Supervisor of Elections, including his address and email. At the bottom, there is an "IMPORTANT" notice about cookies and a reminder that the report is not legally filed until the signed copy is received by the elections office, with a warning about fines for delinquency.

**Candidate Log In**

Candidate ID  Password

The Candidate Financial Reporting System is provided to you and all candidates to provide for entering contributions and expenditures required for financial reports. After the entry of data for a report is completed, the system provides for printing out the report in the form required for filing. Simply sign the form and hand deliver or mail it to the Supervisor of Elections office:

Emogene W. Stegall  
Lake County Supervisor of Elections  
PO Drawer 457  
Taveres, FL 32778  
[elections@co.lake.fl.us](mailto:elections@co.lake.fl.us)

IMPORTANT: Your Browser must be set to allow the storage of "cookies" during your session. For an explanation of "cookies," please refer to Microsoft's "[What's a Cookie?](#)". Each browser has varying methods for setting this option. Please refer to your browser's documentation regarding cookie settings.

Don't forget that the report IS NOT LEGALLY FILED until the signed copy is received by the elections office. This **must** be done on or before the due date of the report. **If the report is delinquent, you are subject to a fine.**



# Entering Financial Report Data

- The system will present you with a list of reports.
- Select the line with the appropriate reporting period for your data.

## Candidate : History Teacher (1)

Office : School Board Member District 2

[Log Out](#)

[Change Password](#)

[? Help](#)

Press Help for information on using the new 'Import Entries' feature.

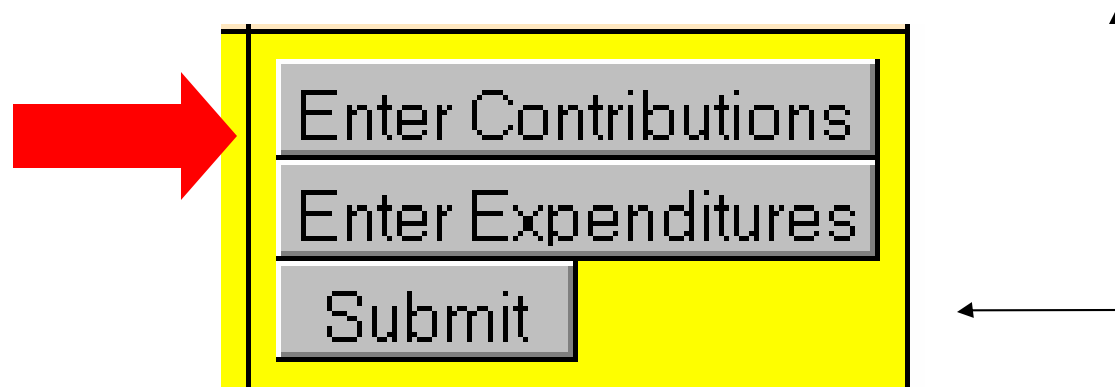
Candidate Reports				
Election :				
Rpt Date	Total Contrib	Total Exp	Status	
Q3 (07/01/2005 - 09/30/2005) 10/10/2005	-	-	No Data Entered	<a href="#">Import Entries</a> <a href="#">Enter Contributions</a> <a href="#">Enter Expenditures</a> <a href="#">Prepare Totals</a> <a href="#">Submit Waiver</a>
Q4 (10/01/2005 - 12/31/2005) 1/9/2006	-	-	No Data Entered	<a href="#">Import Entries</a> <a href="#">Enter Contributions</a> <a href="#">Enter Expenditures</a>





- Click either Enter Contributions or Enter Expenditures for the appropriate report period depending on the data that you wish to enter.

G1 (9/6/2002 - 9/13/2002) 9/20/2002			Not Filed Data Entry Started	<input type="button" value="Enter Contributions"/> <input type="button" value="Enter Expenditures"/> <input type="button" value="Submit"/>
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Candidate : History Teacher (1)  
Office : School Board Member District 2

[? Help](#)

Campaign Treasurer's Report - Itemized Contributions									
Election : General Election 2006 (2006-11-07)									
Report Date : Q3 (07/01/2005 - 09/30/2005) 10/10/2005									
<a href="#">Add Contribution</a> <a href="#">Return to Report List</a>									
Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount	
							Total	\$0.00	
<a href="#">Add Contribution</a> <a href="#">Return to Report List</a>									

This is the list of individual contribution items on the financial report. To add a new contribution, click the 'Add contribution' link above. You may also click the Edit or Delete link for an item to modify the item or to delete it entirely.

- Click one of the “**Add**” links to add either a contribution or expenditure.

**Note:** This example represents the screen that would be used to enter contributions.

- Selecting [Return to Report List](#) will return you to the list of reports.



- Complete the form with all required information.
- If the contributor or vendor is a company, enter the entire company name in the Last name field and leave the First and Middle name fields blank.
- Select the Add Contribution button to add each item to the report list.
- Use the Cancel button to return to the report list upon completion of the last item entered.


Candidate : History Teacher (1) Office : School Board Member District 2			
Date	12 / 29 / 2005		Date of item (mm/dd/yyyy)
Contributor Name	Last <input type="text"/> First <input type="text"/> Middle <input type="text"/>		Enter last name or company name if a business
Address 1	<input type="text"/>		
Address 2	<input type="text"/>		
City	<input type="text"/> ST <input type="text"/> Zip <input type="text"/>		
Amount \$	<input type="text"/>		
Contributor Type	<input type="text" value="Individual"/>		Select the type that best describes this contributor
Contributor Occupation	<input type="text"/>		The occupation of the contributor is only required <b>if the amount is over \$100</b>
Contribution type	<input type="text" value="Cash"/>		
In-kind Description	<input type="text"/>		Type the description of any In-kind contribution. If the contribution is from a political party and is allocatable towards contribution limits, then put an 'A' in this box. If it is from a political party and is not allocatable towards contribution limits then put an 'N'.
<div> <input type="button" value="Add Contribution"/> <input type="button" value="Back To Transactions"/> </div> <p align="center"><a href="#">List Contributors</a></p>			



- To make a change to an item after adding it, select the [Edit](#) link at the left of that item.
- To delete an item, select the [Delete](#) link located to the left of that item.

Candidate : History Teacher (1)  
Office : School Board Member District 2

[? Help](#)

Campaign Treasurer's Report - Itemized Contributions									
Election : <b>General Election 2006 (2006-11-07)</b>									
Report Date : <a href="#">Add Contribution</a> <a href="#">Return to Report List</a>									
	Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
 <a href="#">Edit</a> <a href="#">Delete</a>	1	12/29/2005	John Q Doe 1234 Doe St Any Town, FL 12345	Individual	clerk	Cash			\$99.00
								Total	\$99.00
<a href="#">Add Contribution</a> <a href="#">Return to Report List</a>									

This is the list of individual contribution items on the financial report. To add a new contribution, click the 'Add contribution' link above. You may also click the Edit or Delete link for an item to modify the item or to delete it entirely.



# Submitting the Report

- When all items for this report period have been entered and checked for accuracy, click the Submit button.

Enter Contributions

Enter Expenditures

Submit

G1 (9/6/2002 - 9/13/2002) 9/20/2002			Not Filed Data Entry Started	<p>Enter Contributions</p> <p>Enter Expenditures</p> <p>Submit</p>
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## Submit Report

Candidate : **History Teacher (1)** Office : **School Board Member District 2**  
Report Period **10/01/2005-12/31/2005** Due Date **1/10/2006**  
Contributions **\$50.00** Expenditures **\$49.00**



Click on the submit button below to file the report.

Once a report is filed it **cannot** be changed. Any changes must be made as amendments to the original report.



Submit Report

Cancel

- Review your contributions and expenditure totals and the report period you are filing.
- Click Cancel to return to the report to edit information, if necessary.
- Click the Submit Report button if everything is correct and you are ready to file the report for the reporting period.
- *Note: Once the report has been submitted, no further additions or edits can be made.*



# Printing the Report

- After submitting the report, select the Print button to print the summary report and the itemized contribution and expenditure pages.

## Candidate : History Teacher (1)

Office : School Board Member District 2

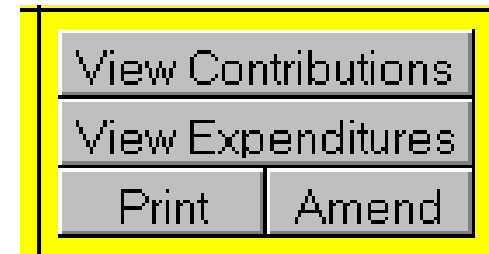
[Log Out](#)

[Change Password](#)

[? Help](#)

Press Help for information on using the new 'Import Entries' feature.

Candidate Reports				
Election : General Election 2006 (2006-11-07)				
Rpt Date	Total Contrib	Total Exp	Status	
Q4 (10/01/2005 - 12/31/2005) 1/10/2006	\$50.00 (1 item)	\$49.00 (1 item)	Submitted	<div><a href="#">View Contributions</a> <a href="#">View Expenditures</a> <a href="#">Print</a> <a href="#">Amend</a></div>



This report lists all of the dates for which you are required to file a financial report. To enter contributions, click on the 'Edit Contributions' link for the appropriate reporting period. To enter expenditures select the 'Edit Expenditures' link.



priot cont:0.00 exp:0.00  
total cont:50.00 exp:49.00  
cashcheck cont: 50.00 loans: 0.00  
item\_count : 2  
File Written ./pdf\_lake/e4c1\_Q4\_dhc2sdc29.pdf

View/download the report [History Teacher \(10/1/2005 - 12/31/2005\)](#)

To View this report, you will need Adobe Acrobat  
You only need to install Adobe Acrobat one time. If you have not previously installed Adobe Acrobat, click here to



- You will need Adobe Acrobat Reader® to view the report.
- A link is available to download Acrobat Reader® if you do not currently have it installed on your computer.



# Report Summary

 Report Summary

FLORIDA DEPARTMENT OF STATE DIVISION OF ELECTIONS CAMPAIGN TREASURER'S REPORT SUMMARY	
(1) <u>History Teacher</u> Name (2) <u>1234 Sunset Lane, Any Town, FL 12345</u> Address (number and street) City, State, Zip Code <input type="checkbox"/> CHECK IF ADDRESS HAS CHANGED (4) Check appropriate box(es): <input checked="" type="checkbox"/> Candidate (office sought): <u>School Board Member District 2</u> <input type="checkbox"/> Political Committee <input type="checkbox"/> Committee of Continuous Existence <input type="checkbox"/> Party Executive Committee <input type="checkbox"/> Electioneering Communication	OFFICE USE ONLY 1 (3) ID Number: _____ <input type="checkbox"/> CHECK IF PC HAS DISBANDED <input type="checkbox"/> CHECK IF CCE HAS DISBANDED <input type="checkbox"/> CHECK IF NO OTHER ELECTIONEERING COMMUNICATION REPORTS WILL BE FILED
(5) REPORT IDENTIFIERS Cover Period: From <u>10/1/2005</u> To <u>12/31/2005</u> Report Type <u>Q4</u> <input checked="" type="checkbox"/> Original <input type="checkbox"/> Amendment <input type="checkbox"/> Special Election Report <input type="checkbox"/> Independent Expenditure Report	
(6) CONTRIBUTIONS THIS REPORT Cash & Checks \$ <u>50.00</u> Loans \$ <u>0.00</u> Total Monetary \$ <u>50.00</u> In-Kind \$ <u>0.00</u>	(7) EXPENDITURES THIS REPORT Monetary Expenditures \$ <u>49.00</u> Transfers to Office Account \$ <u>0.00</u> Total Monetary \$ <u>49.00</u> (8) Other Distributions \$ <u>0.00</u>
(9) TOTAL Monetary Contributions To Date \$ <u>50.00</u>	(10) TOTAL Monetary Expenditures To Date \$ <u>49.00</u>
(11) CERTIFICATION It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.) I certify that I have examined this report and it is true, correct, and complete. (Type name) <input type="checkbox"/> Individual (only for electioneering commun.) <input type="checkbox"/> Treasurer <input type="checkbox"/> Deputy Treasurer <input checked="" type="checkbox"/> Candidate X Signature	

- Each report contains:
  - \* *the Report Summary*
  - \* *Itemized Contributions*
  - \* *Itemized Expenditures*







- Once you have printed the entire report and the report summary, sign it and deliver it to the elections office.
- Once the elections office receives the paper report, it will be released to appear on the web site.
- *Note: The report is not legally filed until it is received by the elections office.*



Lake County  
Supervisor of Elections  
Emogene W. Stegall

352.343.9734

<http://elections.co.lake.fl.us>

The End